



**DEPARTMENT OF PUBLIC SAFETY
PUBLIC SAFETY DISPATCHER TRAINEE
CONTINUOUS RECRUITMENT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Salary: CL14 \$39,061.00
Closing Date: December 30, 2011

The Department of Public Safety is currently accepting applications for individuals interested in working as a Public Safety Dispatcher Trainee. **Please note the ideal candidate(s) must possess: one (1) year of experience in the dispatching of emergency vehicles and responding to 911 calls.**

This class is accountable for receiving on-the-job training in providing a communications link between law enforcement, emergency services and the general public. Knowledge of CAD-RMS is preferred.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Some knowledge of and ability to operate communications equipment; knowledge of basic first aid and safety procedures; interpersonal skills; computer keyboarding skills; ability to think and act quickly in emergency situations with judgment and discretion; ability to speak proper English and to enunciate clearly; ability to follow oral and written instruction; ability to exercise discretion in handling confidential information; ability to maintain manual and electronic records.

General Experience:

One (1) year of experience in the dispatching of emergency vehicles and responding to 911 calls.

Special Requirements

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class must receive certification as a Telecommunicator within three (3) months of appointment.
3. Incumbents in this class must receive certification in NCIC and COLLECT systems within three (3) months of appointment.
4. Incumbents in this class must possess a high school diploma or certification of having passed the General Educational Development (GED) examination.

Character Requirement:

In addition to the checking of references and facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for permanent appointment.

Restriction:

This class is established to permit the agency to recruit and train employees for the class of Public Safety Dispatcher. An employee may be appointed to this class for a period not to exceed one (1) year.

State employees who have been laid off and have reemployment/SEBAC rights will be given first preference in filling vacancies.

To Apply: Interested candidates who meet the above requirements should submit a cover letter, resume and a signed state application (CT-HR-12 & CT-HR-13 Addendum). State employees please attach a copy of the last two years performance evaluations. Non state employees please attach two current signed letters of professional references. **APPLICATION PACKAGES WILL NOT BE CONSIDERED WITHOUT ALL OF THE ABOVE MENTIONED DOCUMENTS.**

Application packets must be received no later than the close of business Friday, December 30, 2011.

**Department of Public Safety
Attn: Human Resources
1111 Country Club Road
Middletown, CT 06457- 9294
Fax: (860) 685-8356**

Please keep a copy of your completed application packet and fax transmittal receipt for your records when faxing. **DUE TO THE LARGE NUMBER OF APPLICATIONS RECEIVED, WE CANNOT CONFIRM RECEIPT OF APPLICATIONS.**

Interested candidates for employment at the Department of Public Safety are subject to a pre-employment detailed background investigation, including a criminal check, state, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.